

Board Meeting Minutes



Date: 24 January 2017

Location: Skype

Time: 7.30 – 9.00pm

1 Attendance

The following Board members were present

Gary Young (President)	Colin Mitchell (Judges Commission)
Robyn Denton (National Secretary)	Scott Collett (Coaches Commission)
Karen Moffatt-McLeod (Vice President)	Marcus Barclay (Athletes Commission)
	Petra Baker (JAMA convenor)

There were no apologies for this meeting as all Board members were present.

2 Housekeeping

There was a general catchup on the protocols for emails, voting and document management. Prompt voting was requested for all motions so that things can be dealt with quickly and efficiently.

Google Drive is the key location for keeping documents and can be used to track comments and reviews of documents – everyone confirmed that they now had access to this.

3 Board Appointed Positions

The following Board Appointed Positions were due for renewals for a further 2 years. Robyn noted that she had been in contact with the following people and they had indicated that they were happy to undertake the role again:

- Membership Secretary – Frances Ross
- Ranking Administration – Patrick Biggs
- NZ Postal League Coordinator – Kerry Hoole
- RMT Administrator – Allison Graham
- Webmaster – Yiftach Swery
- Archery In Schools Coordinator – Maria Tucker
- JAMA Postal Shoot records officer – Maria Tucker

Robyn moved and Karen seconded that the Board appointed positions as noted above be appointed for a two year period.

Carried

Records Officer:

It was noted that the position for Records Officer is up for review again. We have had problems in the past with filling this position and keeping records up to date. Logan Andrew has been in the role for over 12 months but due to other commitments the records have only been updated to February 2016, and the website has not been updated or certificates issued.

Steve Clifton has offered to pick up this role and give the update a good push.

It was moved by Karen and seconded by Colin that Steve Clifton be appointed to the role of Records Officer and Logan be notified and thanked for his work.

Carried

Privacy Officer:

Jeanette Franklyn is currently helping by managing the Police Vetting Process, and now that the Privacy Officer position description has been completed, this role also needs to be advertised.

Current vacancies:

The other current vacancies (Ballot Officer and Trophy Steward) were advertised on the website following the AGM – and a call for registrations of interest requested to be in place by the end of January. At the time of this meeting, no registrations had been received.

Treasurer

This has traditionally been a hard role to fill – but is a very critical role for the association to fill. We will probably need to shoulder tap – we don't have to have someone who is an archer – we will need someone with financial skills.

Robyn to email clubs and remind them of the vacancies that we have.

Karen to look and see if we can advertise on Sports NZ website.

Aim to be able to make these appointments at the March board meeting.

4 Financials

A Treasurers report was provided by acting Treasurer Anne Mitchell and a copy of this was loaded into Google Drive.

The Board thanked Anne for the comprehensive report and the work that she was undertaking in the acting role.

It was moved by Robyn and seconded by Petra that the report provided by the Acting Treasurer be accepted.

Carried

5 Ballots

Further to resolutions made by the Board last year, and discussions at the Athletes AGM 2017, there is a need for an urgent ballot to deal with a couple of issues:

- Vote by membership on whether or not to include Field rounds in future Outdoor Nationals

- De-coupling of Selection Panel membership from other roles – namely Vice President (refer constitution clause 7.6) and Ranking Administrator (Administration Rules 5.5).

Karen has previously undertaken the ballots but is not prepared to keep doing this role this year due to the workload involved. However, due to the urgency and the simplicity of these issues, Karen offered to get these out ASAP while we continue recruiting for a Ballot Officer.

Colin noted that he was happy to work with Karen to pull together an introduction vision/plan for how the outdoor nationals could work moving forward. Will require changes to the Tournament Rules – section 2.5 National Outdoor Tournament.

Proposed timeline for the ballot:

- Beginning of February – note to members of upcoming ballot
- 4 weeks later (early March) – put ballot out to vote
- Report to March Board meeting (25/26)

Moving forward, planning for the field event will need to consider what is needed in the year prior in order to help with providing qualification opportunities. Clout would be included in the Target event. Champion of Champion trophies would be awarded at whichever is the latter event in that calendar yet.

6 Complaints Committee

Following the receipt of complaints – there was need to establish a complaints committee urgently.

Noting potential conflicts of interest, suggestions were provided for possible committee and convenor members – Robyn to follow up with these directly.

It was noted that it would be desirable to have a ‘pool’ of committee members established – aiming for a two year commitment, so that we are able to quickly establish the committee whenever needed.

Robyn to work with Karen to ensure that the requirements of the current policy are being met – especially the timelines.

It was noted that this is one of the policies that needs to be urgently reviewed – in conjunction with the disciplinary procedures policy and Administration rules.

7 Archery in schools – new membership

An email from Frances Ross (dated 23.1.17) set out the need to urgently provide direction regarding how the new Archery in Schools membership needs to be dealt with.

It was agreed that the \$5 membership fee is intended only for those archers who do not already hold any other form of membership with Archery NZ eg postal or junior membership. The ability to ‘upgrade’ membership throughout the year was considered desirable – as the intention of this membership form is to be a stepping stone for getting more involved in Archery NZ activities.

The ability to be able to ‘bulk’ register groups was also desirable – so that a single person could register all archers from one school/club and act as the single contact point for any communication.

Scott has variously been in contact with Frances and Maria Tucker and will continue to liaise with them to develop an information email for everyone.

8 World Masters Games (WMG) 2017

The report from Anne Mitchell was reviewed.

It was moved by Robyn and seconded by Karen that the report provided by the WMG representative (Anne) be accepted.

Carried

A full inventory of the container needs to be provided from the LOC for the National Outdoors. Colin to follow up on this.

Field events – need to have confirmation of the type of round that will be shot and the maximum distances – was 60m previously. Robyn to follow up with Anne

Noting that the WMG is a WA registered event, a request for a current inventory of medals and pins will be needed from the Registrar to ensure we have enough for dealing with any claims.

9 Youth Nationals 2017

Petra provided an update and noted that MOU has now been fully updated and sent.

Karen will be the contact person on behalf of the Board, and Colin has been working on the appointment of the TD for the event with the Judges Commission, and is hoping to formally confirm this very soon. The TD will be the liaison point between the Board and Archery NZ.

10 National Outdoor Tournament 2017

Awaiting on report from the LOC and final calculations of expenditure. Will discuss at future Board meeting once everything is to hand.

11 Training in IANSEO

Scott has been working with Peter Russell to develop a training session on tournament administration and timing.

A workshop has been organised for Saturday 18th February which will be held at the Board rooms of Sport Auckland. A \$50 WIFI fee for the facility will be the key cost.

It was moved by Scott and seconded by Karen that the \$50 WIFI fee associated with the training session on 18th February be met by Archery NZ.

Carried

Scott will pull together the information for the workshop and will get this put up on the website and Facebook. Robyn to circulate to the clubs.

12 Judges Commission Restructure

Colin has been working on the restructure of the judges commission and a streamlined progression plan has been developed.

Colin would like to present this to the Board at the March meeting. Robyn to include in the agenda.

13 Dates Future meetings

Need to agree on all future meeting dates – at least the meetings in Auckland.

- Tuesday 21 February – commencing 7.30pm – Skype
- Saturday and Sunday ~~25 & 26 March~~ – Auckland – commencing 9.30am (note since amended to be 11 & 12 March (due to clash with Adele concert))

Approved as a true and correct record via electronic vote. 9.2.17

Signed:

President.